



Date: June 9, 2015

Position Title: **Waiver Operations Support Technician**

Department: MIChoice Waiver

Posting Deadline: June 26, 2015

Senior Services of Southwest Michigan is seeking to fill a part-time, non-exempt (hourly) Waiver Operations Support Technician position. This position provides clerical, billing and data entry support and back-up functions for the billing and clerical position within the MIChoice Waiver Program.

The purpose of this position is to assist Waiver program staff with general clerical and information support, including, but not limited to answering department phone, filing, typing and distributing letters, and setting up appointments, when necessary. Will also provide back-up support in processing service authorizations and vendor billings; generating bill posting/editing reports, reviewing and processing encounter data. Assists in conducting intakes and screenings of MIChoice Waiver referrals, and assists with obtaining necessary documentation for completing Medicaid applications.

Position requires a high school diploma or equivalent. Clerical, computer and organizational skills are necessary as well as good telephone skills and the ability to communicate clearly, tactfully, and effectively with clients, families, and community resources. Experience with billing and billing processes preferred. Experience working with elderly and frail adults is also required.

Apply in person between the hours of 9:00 a.m. and 3:00 p.m. at the Senior Services, Inc. office, 918 Jasper Street, Kalamazoo, MI 49001; fax to: 269-382-3189; or email to: humanresources@seniorservices1.org (**no phone calls, please**). Or, if you prefer, please go to our website: www.seniorservices1.org to complete an online application.

Senior Services of Southwest Michigan is an Equal Opportunity Employer. It is the policy of Senior Services of Southwest Michigan to provide equal employment opportunities to all qualified persons regardless of race, religion, color, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, familial status, disability, union activities or sentiments, political affiliation, height, weight, genetic information, veteran status or record of arrest without conviction. This agency participates in E-Verify.